



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

## NOTICE OF REGULAR MEETING

### PARKS AND RECREATION BOARD

The Carnegie Building  
105 Cedar Avenue

**NOTE LOCATION**

**WEDNESDAY**  
**March 23, 2016**  
**7:00 p.m.**

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the February 24, 2016 meeting (*P. 1*)
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
- 7:45 4. **DISCUSSION ITEMS**
- a. 20 Acre Park Meeting (*P. 5*)
  - b. Hal Moe Pool Planning Progress
  - c. Parking Fees at Boat Launch (*P. 7*)
  - d. Fisher Park (*P. 19*)
- 8:30 5. **OTHER BUSINESS/INFORMATION ITEMS**
- a. Spring Clean-up
  - b. Volunteer Projects
  - c. Wildlife Refuge
  - d. WWTP Dike Maintenance
  - e. Tree Removals
- 8:45 6. **ADJOURN**

**NEXT MEETING:** The next regular meeting is scheduled for Wednesday, April 27, 2016 at 7 p.m. in the Snohomish City Hall Conference Room, 116 Union Avenue.

### **Meeting Guidelines**

*The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.*

- ◆ Meetings end at 9:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each Agenda will have time allocations for each item.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

### **Parks and Recreation Board Meeting Calendar – 2016**

<b>Month</b>	<b>Agenda Topics</b>
January	a. Focus Review of Pilchuck Park – Long Term Park Planning Needs b. NRPA Membership and Logo c. Parks Website d. 2016 Meeting Calendar
February	a. NRPA Membership and Logo b. Parks Website c. Ferguson Park d. Union Avenue Street Tree/Streetscape
March	a. 20 Acre Park – Open House Forum Discussion b. Fisher Park c. Volunteer Updates
April	a. Ludwig Property Master Planning b. Cady Park
May	a. Off Leash Dog Parks (Frisbee Golf) b. Kla Ha Ya
June	a. Morgantown b. Maple Avenue
July/August	a. Walking Tours – Interurban Trail and Centennial Trail
September	a. Averill Field
October	a. Hill Park
Nov/Dec	a. Wildlife Refuge b. 2015 Year in Review

## **AGENDA ITEM 2**



# **CITY OF SNOHOMISH**

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**Parks and Recreation Board  
Meeting Summary  
February 24, 2016  
City Hall Postmaster Conference Room  
116 Union Avenue**

1. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m.

**Roll Call:**

Present:

**Park Board:**

Lya Badgley, Chair  
John First  
Chris Harper

**Staff:**

Denise Johns  
Mike Johnson  
Angela Evans

**Citizens/Others:**

Derrick Burke, Council

**Parks Foundation:**

Ed Poquette

**Absent:** Noah Pylvainen, Lea Anne Burke

2. **APPROVE MEETING SUMMARY:** The January 27, 2016 summary was approved.
3. **CITIZEN COMMENTS** - None
4. **DISCUSSION ITEM:** NRPA Membership Logo

Ms. Johns explained the City would like to join National Recreation Parks Association (NRPA). The City is a member of the Washington Parks and Recreation Association (WPRA), which is affiliated with NRPA. Staff is interested in using the NRPA's logos on some City parks documents, exhibits and signage and would like to learn the Boards opinion. After the MPD's lack of support, the community would likely benefit from learning about the potential benefits parks can provide. NRPA goals health and wellness, conservation, and social equity, very closely match the City's goals. Using the NRPA's logos helps explain city park goals and benefits through graphics and indicates the City of Snohomish is part of a larger effort promoting parks as means to health, wellness, conservation, and social equity. Ms. Johns stated the NRPA is an excellent resource to the City now, offering the most current info and trends.

Mr. Harper asked what the cost is to the City. Ms. Johns stated that besides the \$300-\$400 joining fee, there is no cost to the City to use the logo.

## **AGENDA ITEM 2**

Mr. Harper asked staff if being affiliated with the NRPA requires the City to abide by a set of rules or standards. Ms. Johns confirmed NRPA is not a policing agency, but they do encourage their goals of health and wellness, conservation and equity to be upheld. Simply put, NRPA is the largest parks and recreation advocacy group in the United States providing the most comprehensive research about the value of parks

Mr. First asked if the NRPA does lobbying for Parks? Ms. Johns believes that they do. Mr. First asked if there was any downside to the use of the logo. Ms. Johns felt that the only downside was the cost of joining, but it was worth it for the abundance of information and research made available to the City. The association also offers webinars, classes and certifications. Whether or not the City uses the NRPA logo, the City will take advantage of the vast resources made available by the Association.

Chair Badgley expressed apprehension about the use of the logo. She felt there is already so much information out there and this logo will just be another layer, making it too busy. It is her preference the City not use the logo at this time, but perhaps in the future.

Although Mr. First agrees with the value of joining the Association, he feels the logo is sensory overload and agrees the City should not use it. In turn, he would prefer that the City create its own parks logo.

Mr. Harper felt the City does not need this logo, because it does not represent Snohomish, and the people in this community are not concerned with the City being affiliated with a larger organization. He agreed with the Association being a valuable resource to the City, however.

### **5. OTHER BUSINESS/INFORMATION ITEMS:**

#### **a. Parks Website, Park Reservations and User Fee Changes**

Mr. Johnson updated the Board on recent, council approved, changes to the fee structure. Because many park fees were not used, staff and Council felt it best to streamline and simplify fees. As a result, 40-50 separate fees has been consolidated into 10 fees. For example, one major change: charging \$8 per hour instead of \$20 for a 3-hour rental period. Most renters were not using the fields for 3 hours.

Mr. Johnson advised the Board reservations are almost double what they were in the past two years. Field reservations/availability will be posted on the website. At this time, park/facility reservation payments still need to be made by check or cash, but the City is working towards online credit card payments.

Also, Mr. Johnson also informed the Board the City may be posting parks master planning documents online.

## **AGENDA ITEM 2**

### **b. Ferguson Park (discussed after item c)**

After discussion with the City's maintenance crew, Ms. Johns learned of some possible concerns with this park. The grass is being driven on, they think, to avoid driving on damaged asphalt, leaving the grass area with ruts/divots and causing even more drainage issues. Denise said asphalt and drainage need remedial repairs. Ms. Johns recommending the installation of a simple water system to assist with maintenance and plant establishment.

Because this park used to be a RV/campground, there are very large parking stalls. Staff would like to see the parking area revised into a functional parking lot with added landscape and erosion control.

Staff also suggested a sign for the disc golf area and a rain garden for drainage.

Chair Badgley felt as it exists now it is a wonderful park. It has a dense canopy which offers a lot of shade in warm weather. As far as function goes, she does not feel major changes are needed. Except for discussions regarding a possible dog park, Ms. Badgley did not see the need for any master planning.

Mr. Harper felt the driveway is currently being used as an entrance and exit and that needs to be changed. He would also like to see a connection between the upper and lower parts of the park.

Chair Badgley agreed the lower part of the park needs improvement. It would make a marvelous birding area, perhaps with some boardwalks.

Staff and Board agreed that creating organized parking, improving drainage, completing asphalt repair and improved two-way traffic are the main concerns with this particular City park.

The Board and staff continued discussion regarding the possibility of a small off-leash dog park at Ferguson Park, as well as other possible locations throughout the City.

### **c. Union Avenue (discussed before item b)**

Ms. Johns updated the Board on the Union Avenue street tree/streetscape, which will be referred to as the complete street project. The City wants to create an interesting, livable, walkable community while incorporating stormwater management.

Mr. First asked if the City hopes to do the entire street in a similar way. Ms. Johns stated that it has been discussed and it would be great, and will be looking into it for the future. Funding for this small project is from stormwater and transportation dollars. The EPA and DOT are trying to get people out of their cars and feel that improved streetscapes actually encourage people to get out and walk instead of drive.

Concerns were expressed about people driving over the sidewalk and into the streetscape. Staff stated that there will be a bumper in place to help prevent this.

## **AGENDA ITEM 2**

The Board is pleased with this project.

Member Updates:

Mr. First recently walked the 20-acre property. He saw a lot of landscape plants which were washed out and he also saw a seal.

Councilmember Burke updated the Board on the fireworks issue coming in front of Council and he encouraged members of the Parks Board to attend the upcoming Hal Moe Pool advisory meeting as it should be a good one. He asked that Board members contact him with concerns regarding the Hal Moe Pool.

Ms. Johns clarified that the Hal Moe Pool meeting is tomorrow night and the 20-acre property meeting is on March 10<sup>th</sup>.

**6: ADJOURN:** Meeting adjourned at 8:10 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_, Chair  
Lya Badgley

## **DISCUSSION ITEM 4a**

**Date:** March 23, 2016  
**To:** Parks and Recreation Board  
**From:** Denise Johns  
**Subject:** **20 Acre Property Community Forum held March 10, 2016**

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The purpose of this item is to summarize what staff learned from the 20-acre property master planning meeting held on March 10, 2016.

### **Background**

Approximately 30 people attended the community forum held at the Aquatic Center on March 10<sup>th</sup>. The public was invited via local newspaper, social media, direct mail, email, signage, and City newsletter. The purpose of the meeting was for staff to provide background information about the site's regulatory setting and to learn from the public their preferences for use.

During the public comment portion of the meeting, staff heard the following:

- A current develops during flooding as a result of the new boat launch which causes more debris deposition and more material near residences bordering the property.
- There is a concern about trespassers, vagrants or homeless living near residences.
- Any construction will need to withstand flooding and require little to no maintenance.
- The site should remain natural.
- A community garden or off-leash area are not needed in this area.
- Temporary recreation, music, art, or other cultural events might be considered.
- Ability to access the river was favored.
- Replanting with native plants which do not block the view was favored.

Staff advised attendees the City would reconvene the next planning meeting in late spring 2016. At this time, staff will provide a schematic of alternative use(s).

**RECOMMENDATION: That the Parks and Recreation Board DISCUSS the 20 acre park meeting and provide staff additional comments.**

**DISCUSSION ITEM 4a**



## **DISCUSSION ITEM 4c**

Date: 2016

To: City Council

From: Denise Johns, Project Manager

Subject: Boat Launch Parking Payment Alternatives

The purpose of this item is to provide information regarding the various payment methods available for vehicles with trailers parking at the *new boat launch*.

### **Background**

Washington Department of Fish and Wildlife (WDFW) was awarded \$500,000 from the *Jobs Now* program for the design, permitting and construction of a boat launch in the City of Snohomish. The facility is located southwest of First Street and Lincoln Avenue intersection (see Attachment 1). Upon completion the boat launch will be the City's facility. Construction of the boat launch began in early September and is expected to conclude spring 2016.

The boat launch parking lot will have eight vehicle-with- trailer spaces and eleven standard spaces, and gravel area for overflow parking with 10 spaces. Any parking fee collection equipment and installation would be funded from the City-budgeted funding of **\$35,000** allocated for miscellaneous improvements associated with the facility.

### **Parking Payment Methods**

Staff researched payment methods which would conform to the following criteria:

1. Staff time and skills - Administration, maintenance, or support conforms to existing staff time and skills
2. Minimal equipment - Because site is subject to flooding, avoid permanently installed equipment
3. Low costs - Minimal startup costs
4. Familiar payment methods - Typical of existing local boat launch payment systems

Following are descriptions of the alternative payment methods:

#### **I. Metal Cash Container (See Exhibit A)**

This is a cash-only, pay-and-display payment method. A metal container and envelopes are provided at the parking lot. Patrons are asked to record license plate, date, and if applicable, parking space number on the envelope and detachable tag. Cash is inserted into the envelope and deposited in the metal box and the tag is placed in a visible place inside the car.

The cash container is picked up by an agency employee and brought to a counting location; a total of three employees count cash three times; and it is then deposited at the bank. Enforcement is performed by s, police officer or staff person. Another option is to enter into an interlocal agreement with the Snohomish County Park Rangers to provide enforcement.

## **DISCUSSION ITEM 4c**

Agencies, who use this method, stated the low startup costs and simple equipment were reasons to start this way. Because of the amount of staff time required for cash counting, management, and security measures, agencies interviewed stated they gradually moved to a stand-alone type pay station described below.

The metal cash container method conforms to three out of four of staff's selection criteria: minimal equipment, low cost, and a familiar payment method. Since the City has yet to allocate additional staff time for this payment collection method, it ranked low as a feasible payment method.

### **II. Pay Stations (See Exhibit B)**

Agencies contract with a vendor who provides equipment, installation, programming, training and support for a stand-alone payment station. Typical start-up costs are between \$10K – 14K for equipment installed, monthly vendor fees are approximately \$49 - \$65 per month (Attachment 2), and bank card fees would be approximately **\$2.50 - \$3.00** per transaction.

Pay stations typically include the following features: programmable to receive a variety of payment methods, such as credit / debit card or cash, or credit / debit cards only; can be modified off-site to change fees, provide special announcements, or provide for other fee variables; parking activity can be viewed at a desk-top computer; power is solar and communication is via Wi-Fi. Although pay stations can be programmed to receive cash, the City reviewed this method for bank cards (credit or debit card) only.

This payment method conforms to two out of four of staff's selection criteria: available staff time and similarity to existing payment systems nearby. Because City funding for annual removal and replacement of payment station equipment has yet to be identified, this method has less viability than others not requiring equipment installation. Since this option accepts bank cards only, the City would also need to offer direct purchase for cash-only patrons.

### **III. Mobile Phone / Phone-in /App / Website (Exhibit C)**

This payment method requires no physical equipment installation or maintenance and accepts bank cards (credit or debit) only. Mobile phone / web only payment vendor(s) provide the initial software configuration for the parking facility, staff training, and basic online account set-up. Park patrons can pay by phone by calling an 800 number or log-on via smart phone or other device, create an account, and pay for parking using a credit or debit card.

This method typically is a pay-by-license plate or by-space and requires special hand held equipment for enforcement.

Vendor costs include onetime set-up cost of \$2,000 plus \$.25 per transaction (Attachment 3); merchant bank card costs **\$2.50 - \$3.00** per transaction.

## **DISCUSSION ITEM 4c**

The phone / website payment method conforms to two selection criteria: Staff time and skills and minimal equipment. Similar to the pay-station option, this method excludes cash customers and it would require the City to establish pay-in-person for cash-only park patrons. Because startup costs begin at \$2,000, this option will be excluded at this time.

### **IV. Purchase from City in person (Exhibit D)**

Park patrons could purchase parking passes in-person at City Hall or Visitor Center.. The pass would be placed in a visible place inside the vehicle.

This method requires no equipment purchase, installation or maintenance. Because City utility customers may make payments in person, City staff is trained and available for this work.. This process conforms to all of staffs' payment criteria.

### **Verification and Enforcement**

Anew municipal code ordinances authorizing the City to require payment for parking and police enforcement of parking fee payment (Attachment 4 and 5).

### **Cost Analysis**

Future parking revenue is unknown at this time, a first year scenario follows based upon parking fee of \$7.00 for single day and \$89 annual pass at 25% parking capacity, occupied six months out of the year, and 50% annual pass:

#### **Revenue**

Parking revenue single purchase

8 spaces/2 x 25% capacity x \$7 x 180 days = \$1,260.00

Parking revenue parking pass

8 spaces/2 x 25% capacity x \$89 x 180 days = \$16,020.00

#### **Cost**

Initial setup (bank fee, supplies, signage) \$500

Community Service Officer (CSO) \$7,900

\*\* CSO (rate \$38/hour) Two hours a day / four days a week / six months out of the year

### **STRATEGIC PLAN REFERENCE:**

Initiative #4: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces

Initiative #5: Invest in Snohomish's civic facilities

Initiative #7: Strengthen the City's attractiveness as a regional destination

### **RECOMMENDATION:**

**DISCUSSION ITEM 4c**

**That the City Council REVIEW and DISCUSS the alternative parking payment methods and DIRECT staff to provide additional information prior to selection of method; and ADOPT Ordinance 2302 and 2303.**

**ATTACHMENTS:**

1. Plan view of boat launch and parking lot
2. Pay station installation and setup quotation
3. Pay by mobile phone setup quotation
4. Parking ordinance 2302
5. Parking ordinance 2303

**EXHIBITS:**

- A. Metal Container – Feature Summary
- B. Pay Stations - Feature Summary
- C. Mobile Phone /Phone-In / App / Website - Feature Summary
- D. Purchase from City in person or Online - Feature Summary



## **DISCUSSION ITEM 4c**

### **EXHIBIT A**

#### **Metal Container – Feature Summary**

- Pros:
  - Inexpensive
  - Easy to install
  - 70-90% payment compliance
  - Pay and display
- Cons:
  - Vandal-prone
  - Extensive cash management and security
  - Requires 4-8 staff hours daily for cash-counting during heavy use
  - Requires 4-6 staff hours parking enforcement daily during heavy use



Typical Metal Container



Boat Launch Signage

#### **PORT OF EVERETT BOAT RAMP**

Vehicle license number 263-XXX WA No. 24218

Please enclose  
User assumes  
responsibility for  
property

Part of Event

There is a \$3.00 PER DAY fee for PARKING  
in effect 7 days a week  
PLEASE PAY AT THE TICKET MACHINE OR USE  
THIS ENVELOPE AND DEPOSIT IT IN THE DROP  
BOX  
Thank You (425) 259-6001  
TICKET MACHINES ACCEPT VISA/MASTERCARD

Sample of Parking Enforcement

**EXHIBIT B**

**Pay Stations - Feature Summary**

- Pros
  - Programmable as needed such as cash and credit card (CC), CC only, daily or annual passes, or rates.
  - Provide color 'advertising or event information'. (Possible revenue source.)
  - Removable prior to flood conditions or seasonally
  - Solar-powered with battery backup
  - Wi-Fi operated
  - Parking activity monitored from office browser
  - Minimal staff time
  - Pay and Display or Pay by Plate
- Cons
  - Cost is approximately \$10,000 to \$14,000
  - Require merchandise / smart card through bank
  - Parking enforcement requires 4-6 hour during heavy use
  - Monthly fees approximately \$50-\$100 monthly
  - Equipment will be removed prior to rainy season – November through March



Typical freestanding pay station



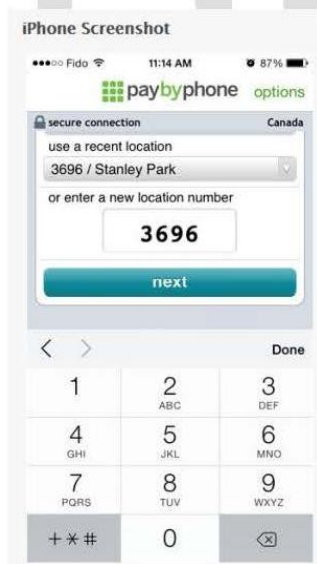
Pay Station Installation



**EXHIBIT C**

**Mobile Phone / Phone in / App / Website - Feature Summary**

- Pros
  - No equipment installed or maintained
  - Programmable for events or cost changes
  - Operable through app or via 800-toll free number
  - Activity information monitored from office browser
  - Customer service provided by third party
- Cons
  - Monthly fees approximately \$50-\$100 monthly merchant fee
  - \$2,000 startup cost
  - \$0.35 fee for each transaction
  - Requires mobile phone for enforcement
  - Enforcement requires mobile phone
  - Parking enforcement requires 4-6 hour during heavy use



**1. Download the PayByPhone app**

Download the app now from the Blackberry, Google Play and iOS App Store.



**2. Enter your location code**

Tap in the location code you wish to park in as advertised on street signage.



**3. Enter your parking duration**

Add the time duration you wish to park for. Check the details then confirm your selection.



**4. Extend your parking anytime**

Add more time from wherever you are. Simply open the app and add time to your current parking meter.

**EXHIBIT D**

**Purchase from City in person or Online - Feature Summary**

- Pros
  - No equipment installation costs or maintenance
  - Pay and display for easy enforcement
- Cons
  - Inconvenient - purchase only online or in person at City Hall or Visitor Center
  - Added staff time and accounting and banking procedures
  - Parking enforcement requires 4-6 hour during heavy use





**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2302**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON AMENDING SMC 13.04.030 and SMC 13.04.175 RELATING TO PARKING PROVISIONS AT PARK FACILITIES AND CHAPTER 13.04 ENTITLED “PARK CODE,” AND AUTHORIZING THE CITY TO CHARGE A FEE FOR PARKING AT PARK FACILITIES.**

**WHEREAS**, the City has adopted Park Code regulations which are set forth in Chapter 13.04 of Snohomish Municipal Code (SMC); and

**WHEREAS**, the City Council deems it necessary to protect the public health and safety and promote the general welfare of the community; and

**WHEREAS**, the City finds it necessary and appropriate to update and establish regulations for parking at park facilities;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. SMC section 13.04.030 entitled “Definitions” is hereby amended to add a new definition entitled “Fee for Parking” which shall read as follows:

“Fee for Parking” means an amount of money which must be paid for temporarily leaving or parking a vehicle and/or boat trailer at a parking space.

Section 2. SMC section 13.04.175 entitled “Parking” is amended to add a new subsection 13.04.175(C) which shall read as follows:

13.04.175(C) The City may charge a fee for parking at specified park facilities. Said fee amount and the locations where such fee applies shall be set by Resolution of the City Council.;

**DISCUSSION ITEM 4c**

**ADOPTED** by the City Council and **APPROVED** by the Mayor this xxth day of Month, 2016.

CITY OF SNOHOMISH

By \_\_\_\_\_  
KAREN GUZAK, MAYOR

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
PAT ADAMS, CITY CLERK

By \_\_\_\_\_  
GRANT K. WEED, CITY ATTORNEY

Date of Publication: \_\_\_\_\_

Effective Date (5 days after publication): \_\_\_\_\_

**DISCUSSION ITEM 4c**

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2303**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON  
AMENDING SMC 11.08.020 ENTITLED “DEFINITIONS,” AND SMC  
11.080.210 ENTITLED “PENALTIES;” AND PROVIDING THE CITY  
AUTHORITY TO ENFORCE PARKING FEES.**

**WHEREAS**, the City Council deems it necessary to protect the public health and safety and promote the general welfare of the community; and

**WHEREAS**, the City finds it necessary and appropriate to update and establish regulations for parking;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. SMC 11.08.020 entitled “Definitions” subsection (B) is hereby amended to add a new definition No. 25 entitled “Boat Launch Parking.” SMC 11.08.020 (B) (25) shall read as follows and all other provisions of SMC 11.08.020 shall remain unchanged:

25. “Boat Launch Parking” means a designated area which has restrictions on the time, days, and hours for parking vehicles and/or trailers at the City’s Lincoln Avenue boat launch. (Ord. 2303)

Section 2. SMC 11.08.210 (A)(6) and (7) and (B)(6) and (7) entitled “Penalties” is hereby amended to read as follows and all other provisions of SMC 11.08.210 shall remain unchanged:

**11.08.210 Penalties.**

A. Unless specifically set forth elsewhere in this chapter, the penalties for each parking violation of the provisions of this chapter shall be:

6. Parking at the Lincoln Avenue boat launch in paved spaces designated for vehicles with trailer without requisite permit: \$ \_\_\_\_\_dollars\_.

67. All other violations: \$ \_\_\_\_\_dollars. (Ord. 2225, 2011)

B. If no response or payment is made within ten calendar days of the date of issuance of the notice of parking violation, the penalty for each violation shall be:

6. Unauthorized parking at boat launch: \$ \_\_\_\_\_dollars

67. All other violations: \$ \_\_\_\_ dollars. (Ord. 2225, 2011)

**DISCUSSION ITEM 4c**

**ADOPTED** by the City Council and **APPROVED** by the Mayor this xxth day of Month, 2016.

CITY OF SNOHOMISH

By \_\_\_\_\_  
KAREN GUZAK, MAYOR

ATTEST:

By \_\_\_\_\_  
PAT ADAMS, CITY CLERK

APPROVED AS TO FORM:

By \_\_\_\_\_  
GRANT K. WEED, CITY ATTORNEY

Date of Publication: \_\_\_\_\_

Effective Date (5 days after publication): \_\_\_\_\_

## **DISCUSSION ITEM 4d**

**Date:** March 23, 2016  
**To:** Parks and Recreation Board  
**From:** Denise Johns  
**Subject:** **Fischer Pocket Park**

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The purpose of this item is to review existing conditions of Fischer Pocket Park, identify any issues and establish action items.

### **Background**

In prior years, the Parks Board and staff typically visit and assess one park each year. This year, staff has requested one park per Board meeting be reviewed. The purpose of the review is to pool information about existing conditions such as play equipment and amenities condition, park use and any emerging trends or unmet needs requested by the community.

### **Purpose**

The review and assessment of park needs is a tool staff requires to request funding. A summary of any planning, repairs or replacement needs identified through this process competes with other budgetary items. Staff summary is used to participate in the budgeting process as a Capital Improvement Project, informal project, or maintenance; or it is used to apply for and obtain grants.

### **Pocket Park Definition**

*The City's Park Recreation and Open Space defines Pocket parks as: typically small areas (less than two acres) used to provide specific recreation opportunities (e.g., a playground, benches, etc.) for a local population which may have limited or no convenient pedestrian access to larger parks (neighborhood, community, etc.). Pocket parks are usually accessed by foot or other non-motorized method of travel and do not have designated parking. Generally, these parks provide a limited number of recreation facilities. The City of Snohomish currently operates eight pocket parks throughout the City. Many of these pocket parks are very small and were established as opportunities arose over time and have not been strategically located.*

Fischer Pocket Park is approximately .18 acre and includes children's play structure and swings, picnic tables, benches, and open grass area. No restrooms.

**RECOMMENDATION: That the Parks and Recreation Board DISCUSS Fischer Pocket Park and DIRECT staff regarding next steps.**